



915 L STREET
SACRAMENTO, CA 95814

◆ EQUAL OPPORTUNITY EMPLOYER ◆ COMMITTED TO A DRUG-FREE STATE WORKPLACE ◆

ASSISTANT FINANCE BUDGET ANALYST

DEPARTMENT OF FINANCE IS LOOKING FOR PERSONS WHO MEET THE MINIMUM QUALIFICATIONS LISTED BELOW AND ARE INTERESTED IN THE ENTRY LEVEL POSITION OF ASSISTANT FINANCE BUDGET ANALYST. ALL POSITIONS EXIST IN SACRAMENTO, CALIFORNIA. CURRENT EMPLOYMENT WITH THE STATE OF CALIFORNIA IS NOT REQUIRED.

POSITION DESCRIPTION

The Assistant Finance Budget Analyst is the entry and first working level in the series. Incumbents, under supervision, perform analytical and consultative duties of average difficulty which are necessary to carry out the budget management functions of the Department of Finance. Assistant Finance Budget Analyst incumbents analyze, review, and make independent recommendations upon the budgetary and related fiscal affairs of one or more State agencies or departments; are responsible for budget preparation including revenue forecasts, budget defense, and presentation, administration and control of approved expenditure plans; make surveys and investigations of operating agencies and consult with and advise responsible agency officials on fiscal organization, fiscal procedure and related problems, analyze budget requests and perform continuous budgetary control of appropriations; analyze legislation and prepare policy and issue analyses to summarize for either revenue or expenditure issues; analyze and justify budget programs; gather data and make studies on various problems arising in connection with financial administration; give information and instructions to officers and employees of State agencies concerning specific phases of budget and financial procedures; prepare reports and correspondence.

MONTHLY SALARY RANGE

\$2,853 - \$3,430

MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I", or "II", or "III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted as meeting 100% of the overall experience requirement.

Either I

Experience: One year of experience in California State service performing duties of a Junior Staff Analyst, Range B. Persons applying experience toward this pattern must have had a full-time assignment in California state service preparing, justifying and analyzing, or controlling and administering budgets or budgetary programs or analysis and forecasting of revenues.

Or II

Education: Possession of a Master's Degree in public policy, public or business administration, political science, economics, or related field.

Or III

Experience: Two years of progressively responsible experience with duties involving the preparation, justification and analysis, or the control and administration of a budget or budgetary program, or analysis and forecasting of revenues. (Experience in California State service applied toward this pattern must include one year of experience performing duties comparable in level of responsibility of a Junior Staff Analyst, Range B.) (One year of graduate work in public policy, public or business administration, political science, economics, or a related field may be substituted for one year of the required experience) AND

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-to-year basis.)

PERSONAL CHARACTERISTICS

Department of Finance is seeking candidates with demonstrated ability to act independently; open-mindedness; flexibility; tact; and, ability to act effectively under pressure.

HOW TO APPLY

Interested individuals who currently meet or are within six months of meeting the minimum qualifications stated above must first pass the Staff Services Analyst exam. This is an open continuous exam administered by the California State Personnel Board for entry level professional administrative positions.

THE APPLICATION AND EXAMINATION FOR STAFF SERVICES ANALYST IS PROVIDED ON EITHER THE INTERNET OR TELEPHONE.

You may take the examination on the Internet by connecting to <http://exams.spb.ca.gov> and following the on-line instructions. If you do not have access to the Internet, there are public access Internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminals are located.

If you wish to take the examination on the telephone, you may do so by calling **(916) 498-5338**.

It will take approximately 1 to 1-1/2 hours to complete the examination. Results of the examination will be available on the Internet or telephone each Tuesday for examinations taken the previous week.

Do not submit to either Department of Finance or State Personnel Board a State application form to apply for the Staff Services Analyst examination.

WHEN TO APPLY

To be considered for employment as an Assistant Finance Budget Analyst during this hiring period, applicants must submit a resume, indication of successful completion of the Staff Services Analyst exam, and proof of degree attainment to the Department of Finance, Personnel Office. These documents must be postmarked or received no later than **March 7, 1997**. ***NOTE:*** *Those applicants who are within six months of meeting the experience or education requirements for Assistant Finance Budget Analyst may be considered for employment, but must fully meet the minimum qualifications before being eligible for appointment.*

HIRING INTERVIEWS

It is anticipated that hiring interviews for Assistant Finance Budget Analyst positions will be held during March/April 1997. Only the most qualified individuals will be contacted for interviews.

CONTACTS

Robin E. Baker, Training and Recruitment Officer
Department of Finance
915 L Street
Sacramento, CA 95814
(916) 445-3274, ext. 3033
E-mail: FIRBAKER@DOF.CA.GOV

OR

Department of Finance
Personnel Office
915 L Street, 6th Floor

(916) 445-3368, ext. 3049

"California Relay Telephone Service For The Deaf or Hearing Impaired":

From Voice Phones: 1-800-735-2922

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